

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, July 9, 2012 at Walteria Library.

2. ROLL CALL

Present: Commissioners Perkins, Ravine, Ross, Wasserman*,
Wengrow, and Chairperson Sargent.

Absent: Commissioner Stapleton.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki,
Senior Librarian Deleget, and
Youth Services Librarian Gutierrez.

*Commissioner Wasserman arrived at 7:12 p.m.

MOTION: Commissioner Ross moved to grant Commissioner Stapleton excused absences for the July 9 and August 13, 2012 Commission meetings. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Perkins led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Stapleton).

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF JUNE 11, 2012

Commissioner Sargent offered the following correction: Page1, 3. "Commissioner Wengrow led the Pledge of Allegiance."

Commissioner Ravine noted the following correction on Page 4, paragraph 2: "...he talked to a Warner Brothers Entertainment CEO about a possible grant..."

MOTION: Commissioner Ross moved for the approval of the June 11, 2012 Library Commission meeting minutes as amended. Commissioner Perkins seconded the motion; voice vote reflected unanimous approval (absent Commissioner Stapleton).

6. NEW BUSINESS

6A. REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY

Secretary Covey announced a Friends paperback book sale on July 21, 2012 at Katy Geissert Civic Center Library.

6B. WALTERIA STAFF REPORT

Chairperson Sargent noted that a Southeast Staff Report from Senior Librarian Deleget and Youth Services Librarian Gutierrez was included in agenda materials. Senior Librarian Deleget highlighted the re-opening of Walteria Library on June 18 that was the first day of Summer Reading Program and called attention to branch improvements that include new public restrooms, emergency exit, and windows. She discussed staffing changes during the past fiscal year and two craft programs scheduled for October 20 and December 1.

Responding to Commissioner Wengrow's inquiry about the Wish List, City Librarian Theyer stated that an individual can donate funds or actual items to the Library for any purpose.

The report from Youth Services Librarian Gutierrez was deferred to later in the meeting following Item 6C.

6C. APPOINT COMMISSION LIAISONS

City Librarian Theyer reported that Southern California Library Cooperative (SCLC) has put a hiatus on the System Advisory Board (SAB) and no meetings are anticipated. She recommended not appointing a new SAB liaison at this time and offered to include reports from SCLC's Administrative Council in her monthly Division reports. Commissioner Ravine offered to continue serving as liaison in case meetings are scheduled in the future.

MOTION: Commissioner Ross moved to reappoint Commissioner Ravine as Commission liaison to the System Advisory Board. Commissioner Wengrow seconded the motion; voice vote reflected unanimous approval (absent Commissioner Stapleton).

Commissioner Perkins volunteered to continue serving as Commission liaison to the Torrance Public Library Foundation.

MOTION: Commissioner Ross moved to reappoint Commissioner Perkins as Commission liaison to the Torrance Public Library Foundation. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Stapleton).

City Librarian Theyer reported that the Education and School Relations liaison does not have a defined set of meetings to attend and recommended that the Commission evolve this relationship to focus on new Plan of Service measures. She stated that the liaison could attend PTA meetings, homeowners association meetings, or participate in visits to faculties to discuss Plan of Service goals and the school relations aspect of the Library. She pointed out that meetings could be highly irregular and, following a brief discussion, Commissioner Wasserman suggested appointing primary and alternate liaisons due to availability.

MOTION: Commissioner Wasserman moved to appoint Commissioner Wengrow as primary liaison and Commissioner Ross as alternate liaison to Education and School Relations. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Stapleton).

6B. WALTERIA STAFF REPORT

Youth Services Librarian Gutierrez reported that 359 participants have signed up for the Summer Reading Program and that the Homework Helpers program has expanded to four days a week with a rotating roster of volunteers.

Responding to Commissioner Ravine's inquiry, she stated that approximately 25 participants have enrolled in the Teen Summer Reading Program.

In response to Commissioner Wasserman's inquiry, City Librarian Theyer described the process for becoming a City volunteer that includes fingerprinting and live scan check through the California Department of Justice.

6D. COMMISSION ANNUAL REPORT

City Librarian Theyer requested that Chairperson Sargent appoint one or more Commissioners to prepare the Annual Report for 2011-12. Following a brief discussion, Chairperson Sargent decided to do the report with help from Commissioners Ravine and Wasserman if necessary.

6E. COMMISSION ATTENDANCE AT CLA CONFERENCE

City Librarian Theyer noted that registration information for the November 2-4, 2012 California Library Association Convention in San Jose, California was included in agenda materials. She stated that in the past the Commission has approved one person to attend and called attention to the "Trustee Package" being offered that includes an advocacy workshop and CALTAC luncheon.

It was decided to defer the item to the August 13, 2012 Commission meeting.

6F. PROPOSED SUNDAY SCHEDULE 2012-2013

City Librarian Theyer presented the proposed Sunday schedule for 32 Sundays for 2012-13 at Katy Geissert Civic Center Library from 1:00 to 5:00 p.m. She noted that most school calendars have not been posted yet due to State budget uncertainty.

MOTION: Commissioner Wasserman moved to concur with staff recommendation for the proposed Sunday schedule for 2012-2013. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Stapleton).

7. OLD BUSINESS

7A. PART-TIME RECOGNITION BREAKFAST DEBRIEFING

Commissioner Wengrow stated that the June 13 Part-time Employee Recognition breakfast was an outstanding event and expressed appreciation to Chairperson Sargent for bringing the flowers donated by Torrance Farmers' Market.

Chairperson Sargent read a thank you note from honoree Tachi Okubo.

7C. OUTREACH REPORT

This item was taken out of order.

Commissioner Ravine stated that he attended the Mayhem in the A.M. Book Group at Henderson Library, helped Senior Librarian Van Vranken distribute posters about the Adult Summer Reading Program, and had the opportunity to speak with Senator Lieu and his family about the Summer Reading Program.

Commissioner Perkins stated that she attended Works in Progress and the Retired PERS General Assembly in Sacramento.

Commissioner Ross stated that he enjoyed serving on the Youth Council selection committee and was impressed with the intelligence and skill level of the candidates.

Commissioner Wasserman stated that he and his son signed up for the Summer Reading Program and talked to parents who are interested in being involved with the Library.

Commissioner Perkins stated that she had two personal contacts with parents about the Library and, in response to her inquiry, City Librarian Theyer stated that the Torrance Tribune is willing to report on Library activities when asked.

Chairperson Sargent stated that she spoke at the June 12 City Council meeting about the Summer Reading Program and attended the June 16 Friends annual membership meeting with author Susan Vreeland as well as the June 27 Between the Covers Book Talk.

7B. PODCASTING REPORT

Commissioner Wasserman attempted to play a podcast interview with Friends' Helen Ball but there were technical difficulties. He stated that current Library podcasts could be heard through Torrance Public Library's Link Logs.

Commissioner Ross discussed the Police Department's weekly video podcasting through a U Tube channel.

City Librarian Theyer explained that podcast data is hosted in the Library's blog but that the Library may decide not to pay for the extra space since they are not using the blog anymore. She added that the LINK grant requires that podcasts are for adults.

City Librarian Theyer played a podcast interview with former Disaster Council member Kristin Matsuda.

Commissioner Wasserman initiated a brief discussion regarding potential content of the podcasts. He suggested looking at the Library's new Plan of Service to see if they could generate podcasts related to some of the goals.

Responding to Commissioner Wengrow's suggestion to focus on a specific Library program or Sunday service, City Librarian Theyer pointed out that editing can be labor intensive and recommended focusing on topics that are timeless such as the importance of reading to your child. She suggested practicing editing and planning a hosting platform before conducting an interview.

Commissioner Wasserman recommended starting out with an introduction to the Library interview and it was decided that the first interview should be with City Librarian Theyer.

7D. CALENDAR ATTENDANCE AT CITY COUNCIL MEETINGS

Commissioner Perkins stated that she plans to attend the July 10 City Council meeting.

7E. CITY AND STATE BUDGET REPORT

City Librarian Theyer noted that her written report was included in agenda packets and was pleased to announce that the State budget passed with an additional \$4.7 million added to public library programs. She stated that it is a reduced amount but would allow the State to disperse it.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Perkins stated that the Foundation is scheduled to meet again in September 2012.

8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

No report.

8C. EDUCATION AND SCHOOL RELATIONS

No report.

9. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She reported on July 9 interviews for Library Page vacancies and the Civil Service Commission's approval of the Library Assistant II exam to fill two of three vacancies. She stated that she attended the Torrance Unified School District and City Council committee meeting today.

She circulated and described one of the new Playaways all in one audiobooks and players that are available for check-out beginning July 9. She stated that the collection of several hundred Playaways was provided by Friends and noted that it would

be a six-month pilot program. She stated that the books are generally unabridged, require one AAA battery, and are very durable.

10. ORAL COMMUNICATIONS

10A. Commissioner Ross stated that he enjoyed participating in a Veteran interview with Principal Librarian Wierzbicki and her team. He further stated that he is impressed with the number of participants in the Summer Reading Program and Library programs and with the helpful, cordial staff.

10B. Commissioner Wasserman announced that he is expecting a new baby on August 17.

10C. Commissioner Perkins encouraged Commissioners to attend the Friends' book sale.

10D. Commissioner Ravine stated that on July 9 Channel 7 aired a segment on Pomona Library and mentioned that he was amazed at the number of attendees at Henderson Library for the Summer Reading Program about animals.

10E. In response to Commissioner Wengrow's inquiries, City Librarian Theyer stated that Torrance Public Library purchased a Centennial brick and that the Library provides voting information guides and voter registration forms.

10F. Commissioner Sargent announced a July 18 Miracle of Living lecture on arthritis.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the August 13, 2012 Library Commission meeting agenda were listed and include: Friends, Youth Council, Commission liaison reports, outreach reports, attendance at City Council meetings, podcast update, Annual Report, City and State budget, CLA Conference attendance, joint meeting with City Council, and Youth Value Statement.

12. ADJOURNMENT

MOTION: At 8:55 p.m., Commissioner Ross moved to adjourn the meeting to August 13, 2012 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

Approved as Amended August 13, 2012 s/ Sue Herbers, City Clerk
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